

HOW TO...
PAGE 169

ADVANCED
PROJECTS
PAGE 178

COMPUTER
WORKSHOP
PAGE 182

HOW IT WORKS
PAGE 184

PROGRAMMING
EXPERT
PAGE 186

HOW TO... Share a folder

Jennifer Bagley explains how to use Windows Sharing to enable friends, family and colleagues to access your files

If other people have access to your computer, either because there are multiple user accounts set up or because you are on a network, Windows Sharing will prove very useful. This feature lets you share files quickly and easily. Here we'll show you how to make the most of it in Windows XP Home Edition, noting any differences in Windows Vista.

1 To set up Sharing, you need to be logged on as an administrator. A quick way to check this is to right-click on the Start button. If you can see the 'Open all users' option, your user account is computer administrator. Alternatively, you can go to Start, Control Panel, User accounts. If you have an Administrator account, you'll see all the user accounts set up on that computer. If not, you'll see only your limited account (or standard account in Vista). If you aren't logged in with an Administrator account, switch accounts by clicking on the Start button and selecting Log Off. In some cases, such as with a business computer, you may not have the authority to do this, and you'll need to talk to your IT manager or employer.

2 Say you want to share the My Pictures folder. At this point, Windows Vista users can skip to Step 3. In Windows XP, right-click on the My Pictures folder in your Start menu, or open the My Documents folder and right-click on the folder's icon in there. Select Sharing and Security. If Sharing has not been set up on this PC, you'll need to enable it first. There are two options here. If you are already on a network, you don't

need to run the Network Wizard again, so select the second option. Once Sharing is enabled, select the 'Share this folder on the network' option. Then click OK. Now when you look at the My Pictures folder in My Documents, you'll see its icon shows a hand holding the folder. This indicates that it is a shared folder. Windows XP users can now skip to Step 4.

3 In Windows Vista, right-click on the My Pictures folder and select Share. Click on the down-pointing arrow to the right of the box at the top of the screen, and select the person with whom you wish to share the folder. Then click Add. If the person isn't listed, select Create new user. The user will appear in the list below the Name box. Click on the down-pointing arrow to the right of the name, under Permission Level, to set the sharing permissions for that user. When you are finished, click Share.

The other way to share files is to use the Public folder. Anyone on your network can have access to this folder. To enable this option, click on the Network and Sharing Center link at the top of the File Sharing dialog box. Click on the down-pointing arrow next to Public folder sharing and select the appropriate option.

4 To access shared files in Windows XP, users need to go to My Network Places (click on the Start menu or open My Documents) and click on the icon for the relevant computer. In Vista, click on Start and go to Network. Next month, we'll look at how to add a network place. ☐

